

AGENDA

CONTRA COSTA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL

October 16, 2019

1 p.m to 3 p.m.

**50 Douglas Drive – 2nd Floor
MARTINEZ, CA 94553**

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1. Welcome
 2. Public Comment on any item under the jurisdiction of the Council and not on this agenda (speakers may be limited to two minutes).
 3. Presentation on Brown Act (Emlyn Struthers, Clerk of the Board)
 4. Introductions (Alison Hamburg & Cynthia Chase, Resource Development Associates - RDA)
 5. Presentation on Juvenile Justice commissions/councils and programs (Mike Newton, Probation)
 6. Presentation and discussion on goals, scope of work, governance structure, and next steps (Alison Hamburg & Cynthia Chase, RDA)
 7. Next meeting – December 15, 2019 @ 1 p.m.
 8. Adjourn

The Juvenile Justice Coordinating Council (JJCC) will provide reasonable accommodations for persons with disabilities planning to attend JJCC meetings. Contact the staff person listed below at least 48 hours before the meeting. Any disclosable public records related to an item on a regular meeting agenda and distributed by staff to a majority of the members of the JJCC less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Suite 201, Martinez, CA during normal business hours, 8am – 12 Noon and 1-5pm. Materials are also available on line on the Probation Department's website.

For additional information, contact: Robin Otis, Secretary, (925) 313-4188

Robin.Otis@prob.cccounty.us

ADVISORY BOARDS & COMMISSIONS: OVERVIEW OF OPEN MEETING POLICIES

Presented by the Contra Costa County Clerk of the Board of Supervisors

Emlyn Struthers
Management Analyst & Deputy Clerk

WHAT THIS TRAINING COVERS

- Roles
- Main Open Meeting Policies
- Resources



PART I: ROLES



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LAYERS OF POLICIES THAT GOVERN ADVISORY BOARDS & COMMISSIONS



- **Federal**
- **State**
- **County**

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CALIFORNIA COUNTIES

- Counties are a subdivision of the state
- Deliver services mandated by the state and federal governments
- General law county
 - Governed by a board of five elected Supervisors



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MULTITUDE OF COUNTY SERVICES

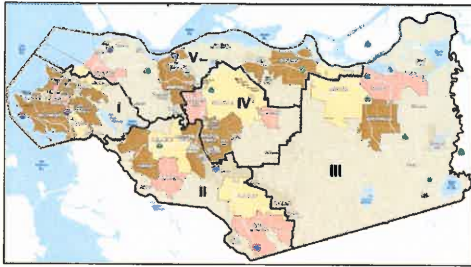
- Health
- Welfare/social services
- Criminal justice
- Elections
- Recording of documents
- Weights & measures
- Agricultural enforcement
-And more!
 - California counties are responsible for providing any function of the state that the Legislature chooses to delegate



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ROLE OF ADVISORY BOARDS & COMMISSIONS

- Created by the Supervisors
- Allows the Supervisors to better understand different viewpoints and needs throughout the county
- Encourage community participation in county government



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ROLE OF ADVISORY BOARD MEMBERS

- Members serve at the pleasure of the Board of Supervisors (BOS)
- Serve in an advisory capacity to the BOS
 - Attend meetings
 - Participate and share your ideas
- Follow applicable federal, state, and county policies



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LIMITATIONS

- Stay within the scope of federal, state, and county policies



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FORBIDDEN ACTIVITIES

Including, but not limited to:

- Bank Accounts and spending
- Contracting
- Setting and/or waiving of County fees
- Personnel actions
- Taking positions on bills: legislative advocacy
- Open meeting law (Brown Act/BGO) violations
 - Closed meeting sessions
 - "Serial" meetings



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PART II: MAIN POLICIES

KNOW THE RULES!



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LAYERS OF POLICIES THAT GOVERN ADVISORY BOARDS & COMMISSIONS



- **State Law**
 - Brown Act
 - Some boards are mandated or created through state law and may be subject to other state laws
- **Local (County) Ordinance**
 - Better Government Ordinance ("BGO")
- **Governing resolution**
 - Specifies the body's scope of authority
 - May be an ordinance, a resolution, or other action of the Supervisors
- **Advisory body's own rules**
 - Adopted Bylaws, with BOS approval

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OPEN MEETING POLICIES

- **The Brown Act**
- **Better Government Ordinance**



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THE BROWN ACT

- **Guarantees the public's right to attend and participate in meetings of local legislative bodies**
- Applies to local legislative bodies, such as the Board of Supervisors, and
 - Bodies created by formal action of those bodies, including advisory boards

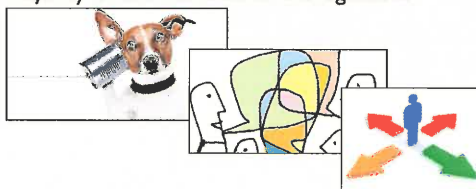


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BROWN ACT: DEFINES A MEETING

- Any gathering of a majority of the members of the legislative body to:

- Hear
- Discuss, and/or
- Deliberate



... on any item of business that is within the subject matter jurisdiction of the body



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DISCUSSING BUSINESS OUTSIDE A MEETING IS GENERALLY PROHIBITED

- Majority may not discuss or transact business outside of a properly noticed meeting
 - Person-to-person
 - Through Staff
 - Via technology
- 'Serial' meetings are prohibited



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MEETING IN CLOSED SESSION

- Meeting in closed session is allowed **only** for specific matters as expressly authorized by statute
- **Advisory bodies are not authorized to hold closed sessions**



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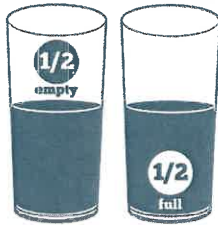
THE BETTER GOVERNMENT ORDINANCE (BGO)

- **Codifies main provisions of the Brown Act**
- **Applies to a broader set of the county's advisory bodies and includes subcommittees**
- **Goes beyond the disclosure requirements in the Brown Act**
 - Extends the notice period to a minimum of 96 hours (4 full days) in advance



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QUORUM BASICS



- A quorum is the minimum number of members who must be present at the meeting for business to be **legally** transacted (Brown Act)
- Generally, a **quorum is a majority** of the members of the body
- * **Majority:** a number or percentage equaling more than half of a total

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QUORUM BASICS

- Quorum is fixed
 - **No** “moving” or “sliding” quorum
 - Based on AUTHORIZED seats, not how many appointments are currently made
- **No quorum, no meeting!**



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AGENDA POSTING AND PUBLIC ACCESS – 96 HOURS AHEAD

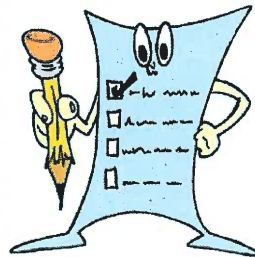
- **Physical posting at a location fully accessible to the public** is required
 - Have a copy of agenda materials available as well
- Must **distribute the agenda and materials** to those who have requested the materials within the last year
 - By mail or email (as preferred by the requestor)
- Internet web posting is required for the JJCC



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REQUIRED AGENDA CONTENT

- Where/when meeting is held
- Adequate description of agenda items
- Public access to agenda materials
- Disability-related modification or accommodation & how to request
- Public comment



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PUBLIC'S RIGHT TO COMMENT



- On each agenda item before or during the body's consideration of the item.

and

- On any issue within the body's subject matter jurisdiction ("open mic" part of agenda).

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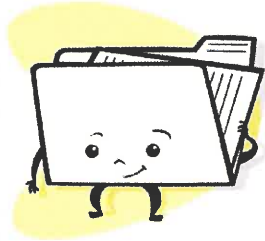
PUBLIC'S RIGHT TO RECORD MEETINGS

- Members of the public are allowed to record and/or film meetings
- Any tape or film made by the legislative body is a public record and must be made available for inspection for a minimum of 30 days



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MINUTES/RECORD OF ACTIONS



- Accurately reflect any actions taken at the meeting
- Record how members voted
- Be approved by the advisory body
- Must be kept in the county's custody and available for public inspection
- Must be kept indefinitely

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MINUTES: WHAT TO RECORD

- Record any actions taken
 - Who made a motion,
 - Who seconded, and
 - What the exact vote was,
 - Names of each member
 - How they voted for each action

(Gov. Code, § 54953; Ord. § 25-2.205.)



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TELECONFERENCE MEETING

- One or more of the members of the body attend the meeting from a remote location via electronic means, connected by audio or video or both.



**Generally advise against teleconferencing;
contact Clerk of the Board or County Counsel
prior to planning.**

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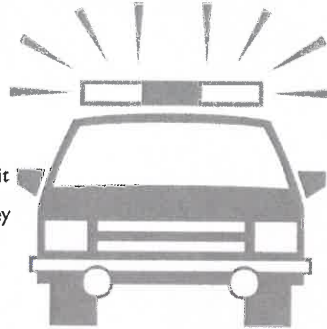
CONDUCTING A TELECONFERENCE MEETING (CONT'D)

- **Teleconference meetings must be conducted in accordance with the procedures set forth in Government Code §54953(b).**
 - **All other teleconference meetings are prohibited**
- Main requirements include:
 - At least a quorum of members must participate from locations within County.
 - An agenda must be posted at each location.
 - The address of each location must be listed in the notice and agenda.
 - Each location must be fully accessible to the public.
 - Each location must be ADA-compliant.
 - The public's right to testify at each location must be ensured.
 - All votes taken must be conducted by roll call.

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PENALTIES & REMEDIES

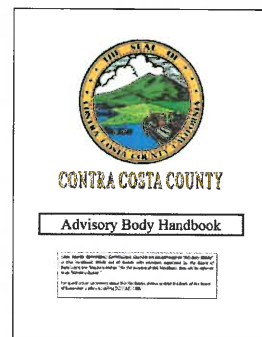
- **Removal from role**
- **Criminal Penalties**
 - Knowing violations are a misdemeanor
- **Civil Remedies**
 - Any interested person may bring a lawsuit
 - All cases referred to the District Attorney
 - Body has chance to cure and correct
 - Certain illegal actions may be voided
 - Costs and attorney fees awarded



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PART III: RESOURCES

- **Clerk of the Board Website:**
 - www.contracosta.ca.gov/3418
 - Handbook
 - Training Resources
- **Staff assistance and support**
 - Advisory body staff
 - Clerk of the Board



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REQUIRED TRAINING

- **Training Certification form on COB site and in the handbook**
- **Complete two (2) trainings within first two months of appointment**
 - Brown Act/BGO
 - Renew every 2 years
 - Ethics
 - Only once, except for “local officials”



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TRAINING RESOURCES

- www.contracosta.ca.gov/7632/
 - Training videos
 - Materials
 - Certification

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QUESTIONS? ASK US!

Clerk of the Board, *Main Office*

(925) 335-1900

ClerkoftheBoard@cob.cccounty.us



Emlyn Struthers, *Management Analyst & Deputy Clerk*

(925) 335-1919

Emlyn.Struthers@cob.cccounty.us



JUVENILE JUSTICE COORDINATING COUNCIL LAUNCH MEETING

October 16, 2019

R D A

Agenda

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- ☐ Welcome and Overview
- ☐ Member Introductions
- ☐ History of JJCC
- ☐ JJCC Member Goals
- ☐ Scope of Work
- ☐ JJCC Governance Structure
- ☐ Next Steps

R D A

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Welcome and Overview



About RDA

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- Established in 1984 in Oakland, CA
- Integrated approach to research, planning, implementation support, & evaluation
- Actionable deliverables that promote alignment, flexibility, & sustainability
- Experience in criminal and juvenile justice, child welfare, behavioral health, and other intersecting systems:



- Contra Costa County 2019-20 Consolidated Annual Plan (JJCPA-YOBSG)
- Contra Costa County Reentry Strategic Plan
- Evaluation of Juvenile Justice Crime Prevention Act (JJCPA)-funded programs in Los Angeles County
- Sierra Health Foundation Positive Youth Justice Initiative Evaluation



Today's Meeting Objectives

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- Introduce new JJCC body
- Develop shared understanding of JJCC role and responsibilities
- Review JJCC activities for the next 9 months



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Introductions

- Your name
- Your role in supporting youth in Contra Costa County
- One reason you're committed to juvenile justice work



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History of the JJCC



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JJCC Member Goals

Summary of survey responses



What is your understanding of your role on the JJCC?

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Assess and Identify Gaps

Assess youth supports in the county and identify gaps

Recommend Solutions

Recommend policies and practices to support youth

Review Funding

Provide input on funding allocations for serving young people who are justice involved or at risk of being just involved

Represent Perspectives

Bring diverse perspectives across sectors

Align Across County

Help align efforts related to JJCC with complimentary efforts across sectors



What outcomes do you hope the JJCC will have?

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Promote Forward-Thinking Strategies

Advance best practices and innovative strategies that meet the needs of Contra Costa County youth who are justice involved or at risk of being justice involved

Emphasize Diversion and Prevention

Develop or recommend programs that identify and route youth to prevention and diversion programs to avoid incarceration, including restorative justice approaches

Expand Community-based Services

Increase opportunities for community-based organizations to deliver juvenile justice best practices

Share Information with Community

Share information with young people and the community about JJCC activities and decisions

Increase Youth Voice

Create an accessible space for youth representatives



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JJCC Activities This Cycle

9 months: October 2019 through June 2020



Goals of JJCC Cycle

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1. Define structure of newly configured JJCC
2. Update Consolidated Annual Plan for use of funds from the Board of State and Community Corrections (BSCC)
3. Determine priority activities for the JJCC moving forward



Activities and Timeline

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October-December (2 meetings)

- Role of the JJCC
- JJCC Bylaws
- Background on Consolidated Annual Plan

January-March (3 meetings)

- Update and vote on Consolidated Annual Plan

May-June (1 meeting)

- Discuss JJCC next steps and priorities for the next year



Group Question

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What would
make this a
successful
JJCC cycle
for you?



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JJCC Governance

Governance: Policies around authority, decision-making, and processes designed to provide guidance and direction.



Introduction to Bylaws

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Authority

Purpose

Members

Meetings

Agenda
Setting

Designees

Voting and
Quorum

Amendment
Process



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Next Meeting: Thursday, December 5, 1-4pm

- Discuss and refine bylaws
- Review last year's Consolidated Annual Plan



THANK YOU!

Resource Development Associates
2333 Harrison Street | Oakland, CA 94612
510.488.4345
www.resourcedevelopment.net



Item #5 – Juvenile Justice Commissions/Councils and Programs

During the October 2018 Public Protection Committee (PPC) meeting, the PPC acknowledged that two County advisory bodies, the Delinquency Prevention Committee (DPC) and the Juvenile Justice Coordinating Council (JJCC) have been charged with similar duties. To ensure that the delinquency prevention initiatives were evaluated in tandem with other juvenile justice initiatives from a policy and funding perspective, the PPC recommended the dissolution of the DPC and that the JJCC assume the duties of coordinating juvenile delinquency prevention initiatives. To best carry out its duties, the PPC also recommended that the JJCC's membership be increased to nineteen (19) members by adding one (1) representative from the County Public Health Department, three (3) additional at-large community representatives, and two (2) at-large youth representatives.

In December 2018, the Board of Supervisors adopted Ordinance No. 2018-30 amending the County Ordinance Code Chapter 26-6 to dissolve the Delinquency Prevention Commission and Resolution No. 2018/597 to increase the size of the Juvenile Justice Coordinating Council to 19 members.

On June 18, 2019, the Board of Supervisors appointed six at large members and on October 8, 2019, the Board of Supervisors appointed two Community Based Organization representatives.

Juvenile Justice Commission (JJC):

The Juvenile Justice Commission is a state body created by statute (Welfare & Institutions Code 225) and is in effect part of the Superior Court. The charge of JJC is, among other things, to inspect detention facilities and group homes in counties where a minor has been held in custody or placed in a group home. In addition, a JJC may hold hearings from time-to-time and compel the attendance of individuals to testify at such hearings.

Delinquency Prevention Commission (DPC):

The board of supervisors in each county has statutory authority per Welfare and Institutions Code 233, to create and appoint members to a Delinquency Prevention Commission. The charge of a DPC is to coordinate on a countywide basis activities of governmental and non-governmental entities related to juvenile delinquency prevention. In lieu of appointing all members, a county board may designate the JJC (the State body described above) to also serve as the DPC. Historically, in Contra Costa County, the Board has chosen to designate members of the Court's JJC as the County's DPC by ordinance. However, the Board recently chose to dissolve the DPC, and charge the JJCC with the DPC's duties as mentioned above.

Juvenile Justice Coordinating Council (JJCC):

Welfare and Institutions Code (WIC) section 749.22 establishes the minimum membership of the JJCC. It reads that the JJCC "shall, at a minimum, include the chief probation officer, as chair, and one representative each from the district attorney's office, the public defender's office, the sheriff's department, the board of supervisors, the department of social services, the department of mental health, a community-based drug and alcohol program, a city police department, the county office of education or a school district, and an at-large community representative. In order to carry out its duties pursuant to this section, a coordinating council shall also include representatives from nonprofit community-based organizations providing services to minors."

Juvenile Justice Crime Prevention Act (JJCPA):

The JJCPA was implemented via Assembly Bill (AB) 1913, The Schiff-Cardenas Crime Prevention Action of 2000, and codified by Government Code §30061. The purpose of AB 1913 is to provide California counties with funding to implement programs for at-risk youth with the goal of early intervention and to support the implementation of programs and approaches demonstrated to be effective in reducing juvenile crime.

This law established a Supplemental Law Enforcement Services Account (SLESA) in each county to receive allocations. The SLESA funds are to be used to implement a comprehensive multiagency Juvenile Justice Plan developed by the local Juvenile Justice Coordinating Council (JJCC) in each county. To encourage coordination and collaboration among the various local agencies serving at-risk youth and young offenders, JJCPA requires a county Juvenile Justice Coordinating Council (JJCC) to develop and modify the county's juvenile justice plan.

Youthful Offender Block Grant (YOBG):

The YOBG Program was established in 2007 by SB 81 and was amended in 2016 by AB 1998. The YOBG program, sometimes known as "juvenile realignment," realigned certain youth in California's juvenile justice population from state to county oversight. YOBG provisions prohibit counties from sending certain lower level offenders to the California Department of Corrections and Rehabilitation, Division of Juvenile Justice (DJJ). Youth who are no longer eligible for DJJ commitment are those who commit an offense that is not listed in Welfare and Institutions Code section 707, subdivision (b) and is not a sex offense as set forth in Penal Code section 290.008, subdivision (c). YOBG supports the concept that public safety is enhanced by keeping juvenile offenders close to their families and communities.

As provided by statute, "allocations from the Youthful Offender Block Grant Fund shall be used to enhance the capacity of county probation, mental health, drug and alcohol, and other county departments to provide appropriate rehabilitative and supervision services to youthful offenders subject [to the provisions of SB 81]." In recognition of the increased county responsibility for supervising and rehabilitating realigned youthful offenders, the state provides annual funding to counties through the YOBG program.

Consolidated Annual JJCPA-YOBG Plan:

Government Code Section §§ 30061(b)(4) specifies that each county's Juvenile Justice Coordinating Council (JJCC) shall review and update the JJCPA component of the plan annually. The YOBG component of the plan is not required to be developed by the JJCC.

Beginning in 2018, the JJCPA-YOBG Plans should be fully consolidated; however, based on the unique attributes of each program, it remains that JJCC development is only required on the JJCPA component of the plans. Counties are not required to obtain Board of Supervisor approval on any part of the JJCPA-YOBG Plans. The Board and State Community Corrections (BSCC) post these plans on its website but are not required to approve the plans.

JJCPA/YOBG Funding:

There is no competitive aspect to JJCPA or YOBG funding; each county receives an annual allocation based on the formulas prescribed in statute. For JJCPA, that formula is based on each county's population. For YOBG, the formula gives equal weight to a county's juvenile population and its juvenile felony dispositions. The California Department of Finance (DOF) is responsible for calculating the annual amount of JJCPA and YOBG funding to be allocated to each county.

Projected Fiscal Year 2019/20 Funding:

JJCPA - \$3.1 million

YOBG - \$4.5 million